



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 29 -09

- OPEN TO:** **All Interested Qualified Candidates**
- POSITION:** **Project Management Specialist, FSN-10**
(Salary approx. Tk. 70,238 + per month)
- OPENING DATE:** **May 3, 2009**
- CLOSING DATE:** **May 18, 2009**
- WORK HOURS:** Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of Project Management Specialist in the Office of Population, Health and Nutrition (PHN).

BASIC FUNCTION:

The Project Management Specialist is a senior professional in the field of Public Health in Bangladesh, with particular expertise in programmatic and technical aspects of maternal and child health as well as monitoring, evaluation, and reporting on population and health programs. H/She provides substantive advice and support in the formulation and administration of the overall population, health and nutrition (PHN) program of USAID Bangladesh. H/She provides professional advice on policy and strategic changes for effective implementation of public health programs. He/she is instrumental in



the conception, design, development, negotiation, and implementation of critical projects, exploratory and evaluative studies and surveys which directly impact on the success in achieving USAID goals and objectives in the population and health sector. H/She provides technical support and guidance for PHN compliance with policies and procedures for monitoring, evaluating, and reporting of population and health projects.

The incumbent serves as the Contracting Officer's Technical Representative (COTR) or Activity Manager (AM) for projects totaling \$4-6 million annually in the areas of maternal and child health, with special focus on safe motherhood and neonatal health, and monitoring and evaluation.

H/She is responsible for the administration and management of assigned projects to ensure that objectives are achieved in accordance with program descriptions and work plans. This entails providing technical advice to contractors, grantees and members of the PHN team; monitoring project progress against objectives; ensuring compliance with terms and conditions of agreements; ensuring timeliness of implementation; monitoring budgets, pipelines, accruals and other financial matters. The incumbent will evaluate contractor performance, maintain project records and status reports, prepare necessary project documentation, recommend solutions to problems, and assist in the day-to-day management of projects.

The incumbent will provide technical support for planning, managing, and executing evaluations and surveys for monitoring performance and impact of USAID-supported population and health projects. H/She will be directly responsible for developing, maintaining, and regularly updating the PHN Performance Management Plan (PMP) including collecting, compiling, and reporting on operational plan indicators. The incumbent will use his/her independent judgment and initiative to complete complex tasks with minimal supervision.

MAJOR DUTIES AND RESPONSIBILITIES:

Strategic Planning and Program Design: Advises the Mission and PHN team on maternal and child health (MCH) status and issues. Provides guidance on strategies to achieve MCH objectives of the PHN program, prioritizes MCH issues and suggests new strategies and changes for strengthening existing programs. Works with COTRs and Activity Managers to ensure that all USAID supported maternal and child health activities are technically appropriate, coordinated, and consistent with GOB (Government of Bangladesh) and other donor-supported programs and strategies. Works with relevant ministries and line directors to identify areas for MCH policy strengthening and reform and with professional groups, associations and other groups to implement policy reforms.



Works with local governments, communities and implementing partners to identify, develop and strengthen public sector and civil society champions and networks to assume leadership in the MCH policy process.

Implementation and Financial Management: Serves as COTR/AM for multiple activities with an annual funding level in the range of \$4 to \$6 million. As COTR/AM, develops program descriptions and revises as needed to achieve results. Ensures that annual work plans are consistent with project objectives and that they are prepared and approved in a timely manner. Monitors implementation through consultations, progress review meetings and field trips. Performs inspections/site visits to gather information about implementation progress and provides recommendations on changes to improve performance, etc. Monitors program and management activities to ensure compliance with policies and standard provisions. Coordinates with Mission financial analysts to track expenditures and pipeline and to coordinate the timing of incremental funding. Tracks quarterly financial statements and annual performance narratives so that they are in compliance with the agreement. Ensures that obligations, expenditures and pipelines conform to action plans, agreements, and budgets. Reviews activity budgets for appropriateness. Works in collaboration with the PHN Office in ensuring that implementing partners prepare quarterly accruals and other reports. Reviews and signs vouchers. Assures timely receipt of all deliverables – reports, attainment of milestones, etc. Responsible for bringing any problems in performance to the attention of the contract/grants officer and PHN staff and for ensuring that remedial action is taken. Maintains records of performance and COTR/AM actions. Participates in and ensures compliance with any program audits. The incumbent also participates in contract/grant closeout actions ensuring that all performance has been completed satisfactorily and all property accounted for.

Networking and Coordination: Coordinates with national and local government officials to ensure that MCH and M&E (Monitoring and Evaluation) project activities are incorporated in the respective GOB Annual Operational Plans and assists technical experts from USAID Cooperating Agencies to establish project priorities, project inputs, expected results, and implementation timeframes, based on the Mission's program objectives, GOB health goals, resource constraints, and the capabilities of the implementing agencies. Represents USAID/Bangladesh on important national committees, working groups, and task forces such as National Integrated Management of Childhood Illnesses (IMCI) Working Group, Committee for Developing Neonatal Health Strategy, Vitamin-A Working Group, for promotion and coordination of maternal and child health programs and policies. Collaborates with USAID partners, GOB, donor agencies and NGOs on MCH policy and programmatic issues; shares research agenda and explores opportunities for leveraging USG (US



Government) funds and for scaling-up best practices and models.

Assessment, Reporting and Communication: Participates in conceptualizing, planning, designing, and implementing operations research, surveys, and evaluations for USAID-supported population and health projects. Collects, analyses, compiles and prepares reports and narratives on USAID-supported MCH activities for Operational Plan, Portfolio Reviews and other program performance monitoring efforts. Ensures that implementing partners have developed appropriate mechanisms and tools for monitoring and reporting compliance with Mission policies. Provides technical and management support to Demographic and Health Surveys, studies and evaluations for PHN-supported population and health programs and technical assistance to and coordination of operations research activities in Bangladesh supported by USAID/Washington.

Security Functions in Position Description:

- The incumbent is responsible for operating USAID information system and information security to a level of “Separation of Duties”, “Individual Accountability and “Need to Know” as defined in ADS 545.3.2.1 and also below:
- Separation of Duties- That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a “check” on other actions within the process. This “compartmentalizes” the independent actions, and decreases an individual’s ability to perform multiple actions or to complete the entire process, which result in a security breach.
- Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to know – That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect that information, using safeguards appropriate to its Sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.



QUALIFICATIONS REQUIRED:

1. **Education:** Master's degree in public health or a social science or related is required. In the absence of a Master's degree, five years of progressively responsible, job-related, development experience may be substituted.
2. **Language Proficiency:** The Incumbent must be proficient in spoken and written English at Level IV (fluent) and must likewise be fully fluent in spoken and written Bangla.
3. **Prior Work Experience:** Five years of progressively responsible, professional-level experience in public health is required, including program management, monitoring and evaluation, designing and managing research interventions and surveys, data analysis, interpretation and presentation. At least two years of the experience should be in development assistance or related work with donor agencies, host-government organizations or the private sector is required. Should have demonstrated experience in maternal and child health, nutrition and health services delivery program management.
4. **Knowledge:** Sound knowledge of the concepts, principles, techniques and practices of family planning, maternal and child health, primary health care delivery, health policy and communications in developing countries is required. Must have working knowledge of NGO programs and management, as well as Government of Bangladesh (GOB) health programs. Should be knowledgeable about principles and procedures of monitoring and evaluation, operations research design, methodology and interventions, with a good understanding of the current demographic and public health issues in Bangladesh. Should have thorough knowledge of Bangladesh's economic, political, social and cultural characteristics and of the history of development assistance activities in Bangladesh. Should have or be able to acquire a thorough knowledge of U.S. Government legislation relating to development assistance, USAID programming policies, and regulations.
5. **Skills and Abilities:** Ability to plan, organize, manage and evaluate complex projects is required. Computer skills in using statistical software, spreadsheet and powerpoint including ability to obtain, analyze, and evaluate a variety of data and to organize and present it in meaningful terms to others is required. The ability to draft factual and interpretive reports covering complex subject-matter is required. Ability to exercise good social and professional judgment, excellent interpersonal skills in cross cultural and multi-level settings.



Ability to establish and maintain an extensive range of contacts with high-level officials of host government and with influential persons in the private sector. Able to maintain collaborative working relationship in a team structure.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include written examinations and oral interviews. The probationary period for this position is **one year**.

ADDITIONAL SELECTION CRITERIA:

1. The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested Bangladeshi qualified candidates are requested to submit the completed "Application for Employment as a Foreign Service National" Form or a plain resume along with a cover letter. Blank application forms are available at the South barrier (near the Vatican Embassy). In-house interested candidates may collect the form from the Human Resources Section, USAID, Room No. 64, Chancery Building, C/o American Embassy, Dhaka. One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope at the South barrier (near Vatican Embassy)



A copy of blank form is also attached hereto for your convenience.

[Application Form](#)

Please refer the vacancy announcement number in the application. It is mandatory.

ONLY complete and up-to-date application will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time. Resume's with any other documents (e.g. certificates, awards, copies of degrees earned) will not be accepted in lieu of the Application Form.

SUBMIT APPLICATION TO:

Supervisory Executive Officer
Executive Office
USAID, Bangladesh
C/o American Embassy
Dhaka

NOTE: *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies. The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

EXO/HR